

## CALIFORNIA STATE TRAVEL PROGRAM

### CONDITIONS OF TRAVEL

Each State agency determines the necessity for and the method of employee business travel. Effective 1/1/92, reimbursement shall not be made for meal and lodging expenses incurred within 50 miles of home or headquarters. Authority to approve exceptions was delegated to appointing powers as follows: to approve meals and/or lodging for employees *on travel status* away from, but within 50 miles of home or headquarters. Delegation does not extend to the approval of meals or lodging **at** either the home or headquarters location.

### SHORT-TERM TRAVEL

#### LODGING REIMBURSEMENT RATES – IN STATE

Applicable when State business requires an overnight stay and the employee uses a good, moderately priced commercial lodging establishment (*hotel, motel, bed and breakfast or public campground*) that caters to the short-term traveler, and for day trips of less than 24 hours.

**HINTS:** Use the 2000/2001 LODGING TRAVEL GUIDE! <http://www.travelcsg.com> or [www.capitolweekly.com](http://www.capitolweekly.com). These are full of good lodging establishments priced within State rates. Present the TAX WAIVER FORM when you check in. They are not required to waive the tax. **KEEP YOUR RECEIPTS.**

#### **LODGING REIMBURSEMENT receipt required**

Statewide, Except as below,\* up to \$84.00 + tax

\*San Francisco, Alameda, San Mateo and Santa Clara Counties up to \$140.00 + tax Counties of Los Angeles and San Diego: \$110.00 + tax.

**Note:** Get a confirmation number when you make your reservations and use it when you check in. Travelers who do not provide a lodging receipt are eligible to claim meals/incidentals only as appropriate to the time frames of travel. (See below for rates and time frames.)

#### MEALS AND INCIDENTALS (each 24 hr. period)

Breakfast: ACTUAL EXPENSE UP TO \$ 6.00

Lunch: “ 10.00

Dinner “ 18.00

Incidentals “ 6.00

Note: YOU must retain all meal receipts for audit by the state or the IRS.

#### **TIMEFRAMES:**

**FIRST DAY: TRIP OF MORE THAN 24 HOURS:**

Trip begins at or before 6am: may claim breakfast

Trip begins at or before 11am: may claim lunch

Trip begins at or before 5pm: may claim dinner

**FRACTIONAL DAY: AFTER 24 HOURS OF TRAVEL:**

Trip ends at or after 8am: may claim breakfast

Trip ends at or after 2pm: may claim lunch

Trip ends at or after 7pm: may claim dinner

**FRACTIONAL DAY-TRIP OF LESS THAN 24 HOURS:**

Trip must begin at or before 6am AND end at or after 9am in order to claim breakfast.

Trip must begin at or before 4pm AND end at or after 7pm in order to claim dinner.

No lunch or incidentals may be claimed. If there is no overnight stay, these meals are taxable.

**NOTE:** Full meals included in airfare, hotel, and conference fees, or otherwise provided may not also be claimed for reimbursement. The same meal may not be claimed more than once on any date. Continental breakfasts of rolls, coffee, and juice are not considered full meals.

**CONFERENCES/CONVENTIONS: Rooms that are contracted by the sponsors for the event, and that have an approved Excess Lodging Request Form (STD 255C).**

- STATE SPONSORED:

Appointing power delegated to approve lodging with receipt: up to \$110 + tax

- NON-STATE SPONSORED:

Appointing power delegated to approve lodging with receipt up to the rate contracted for the event.

#### OUT-OF-STATE TRAVEL

Lodging w/receipt: actual expense (subject to department approval)

Meals/incidentals: same rates/requirements has in-state reimbursement (Provide Blanket Number!)

#### OUT-OF-COUNTRY TRAVEL

Lodging w/receipt: actual expense (w/appvl.)

Meals/incidentals: as published by the U.S. Govt. for dates and places traveled. Call DPA for rates.

#### MILEAGE REIMBURSEMENT RATES

All privately owned vehicle mileage driven on State business is subject to advance approval by the appointing authority. The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

Automobile	34 cents per mile
Spec. vehicle w/cert up to	37 cents per mile
Private aircraft up to	50 cents per mile
Bicycle up to	4 cents per mile

If dropped off and picked up at a common carrier and no parking expense is claimed, mileage to and from the common carrier may be claimed at the above appropriate rate times twice the number of miles you actually occupy the vehicle (pays for each round trip).

#### TRANSPORTATION

Reimbursement for transportation expenses will be only for the method of transportation that is in the best interest of the State, considering both direct expense and the employee's time. The Department of General Services, Office of Fleet Management, manages the State car fleet and enters into contracts with airlines for reduced city pair rates and with rental car vendors for guaranteed daily rates for use on State business. When an employee chooses a method of transportation that is more costly than the normal method of travel, (driving a personal vehicle instead of flying) reimbursement will be the lower amount.

**STATE VEHICLES**

State vehicles are obtained with a General Services charge card and a valid license at State garages. They should not be kept over the weekend unless necessary. Gas cards are provided in the glove box.

**STATE GARAGE LOCATIONS**

<u>City/Address</u>	<u>Calnet-atss/public</u>
Fresno	421-5527
1025 P St.	(209) 445-5527
Los Angeles	647-4066
122 S. Hill St.	(213) 897-4066
Oakland	541-0901
401 27 <sup>th</sup> St.	(510) 286-0901
Sacramento	437-2311
1416 10 <sup>th</sup> St.	(916) 657-2311
San Diego	740-2470
345 West Ash	(619) 645-2740
San Francisco	597-3604
550 Turk St.	(415) 557-3604
Van Nuys	733-5433
6150 Van Nuys Blvd.	(818) 901-5433

HINT: If you lock the keys in a vehicle, you pay the locksmith! (Thank goodness you're a member of a road service!)

HINT: Travel Smart. Protect your belongings. Items left on the car seat or floor are an invitation to thieves. Do not leave luggage, PCs, phones, CD players, cash, tickets, clothing, or anything else visible in an unattended vehicle. If you must leave them, **LOCK THEM IN THE TRUNK!**

HINT: Parking tickets? Tow away charges? They are YOUR responsibility. You are not exempt from obeying traffic laws and parking limits, etc., while you are conducting State business.

**RENTAL VEHICLES**

Effective through 12/31/02, DGS has contracted with six rental car vendors. TRY to reserve your car a minimum of 24 hours in advance, and always provide the corporate discount I.D. or number. Use State cars or airport shuttles whenever possible. Rental vehicles are appropriate when it is necessary to have the use of a vehicle while on travel status in order to conduct State business and there are no State cars available at the location to which you travel.

HINT: Fill up the tank before you return the car. If you don't, the vendor will charge your department about \$3.25 per gallon! Save gas receipts for reimbursement on your claim.

HINT: Going on vacation? Have fun. But turn the State charged rental car in and rent one in your own name. State charged rentals are for business travel only!

<u>Vendor</u>	<u>Corporate Discount I.D.</u>	<u>1-800 Numbers</u>
Alamo	191259	1-800-732-3232
Avis	A160000	1-800-331-1212
Budget	T434700	1-800-527-0700
Dollar	CA9458	1-800-800-4000
Enterprise	CAL GOVT.	1-800-228-2325
Thrifty	001-0190955	1-800-367-2277

**RECEIPTS/TRAVEL****AGENCY/LIAISON/MISC:**

Receipts are required for each item of expense for street car, ferry fares, bridge and road tolls, local transit, taxi, shuttle or hotel bus and parking over \$10, business phone calls over \$5.00, all gas for rental cars and all lodging, regardless of amount.

HINT: Keep all receipts until your claim is filed and paid. You are responsible for your own travel arrangements and your own claim. All travel and business expenses are to be incurred as a result of conducting State business, and are subject to review/verification by the approval authority. Be sure your claim form is complete, submitted timely, with all supporting documents, and **IN DUPLICATE.**

Travel Agency: Sacramento Travel  
(916) 974-6855

Department Travel: Sandy Stucke  
Liaison: (916) 323-4798

NOTE: Employees with questions are directed to contact their department travel liaison, generally located in the headquarters accounting office.

**TRAVEL EXPENSE  
REIMBURSEMENT**

## A SUMMARY OF THE STATE OF CALIFORNIA SHORT-TERM TRAVEL EXPENSE REIMBURSEMENT PROGRAM

### ADMINISTERED BY THE DEPARTMENT OF PERSONNEL ADMINISTRATION

Rates, time frames, and requirements in this pamphlet are applicable to all represented and excluded employees.

Additional details applicable to the travel reimbursement program may be found in the Bargaining Agreements and DPA rules for excluded employees, and in our department policies and procedures.